

State of Minnesota
Minnesota Pollution Control Agency
EDMS Staff Augmentation and Assistance, CR4301
Request for Proposals
Questions and Answers

Question 1: Is it MPCA's expectations that selected vendor resources will only be on-site for the necessary face to face meetings, or is it acceptable for vendors to complete 100% of the work outlined in this SOW on-site at MPCA facilities?

Answer 1: The MPCA expects that some meetings will be face-to-face meetings and some work will be need to be done at MPCA facilities. It is acceptable for the vendor to complete some work while off-site. It is also acceptable for the vendor to complete 100% of the work on-site at the MPCA.

Question 2: Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MPCA approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Answer 2: Payments to vendor will be made on hourly basis.

Question 3: Please confirm the exact number of resources MPCA expects awarded vendor to provide?

Answer 3: The vendor may assign as many resources as they feel necessary to complete the tasks. Payments will be made to the contracted vendor and will not exceed the total amount of the contract.

Question 4: If the selected vendor provides multiple resources (ex. PM and .Net Dev), please confirm that anticipated duration for which all the resource(s) will be needed is from contract execution date thru June 30, 2012?

Answer 4: The MPCA does expect the contract to extend beyond June 30, 2012. However, the MPCA reserves the right to amend the contract if needed.

Question 5: If it's MPCA's expectations that the selected vendor provide multiple resources, please confirm that anticipated utilization of selected resources will be full-time 40 hours per week (excluding State holidays) for the duration of the contract? If no, please provide anticipated utilization.

Answer 5: The contractor vendor is expected to achieve the tasks and deliverables outlined in the SOW within the timeline of the contract. The utilization of time is at the contracted vendor's discretion.

Question 6: Does MPCA anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?

Answer 6: No

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Question 7: Please confirm that face to face meetings and work need to be performed on-site will be the MPCA location at 520 Lafayette Rd, St. Paul?

Answer 7: Yes.

Question 8: Is it MPCA's intent to make contract award to a single vendor to perform the work tasks described in this SOW, or will MPCA consider making awards to multiple vendors?

Answer 8: Likely a single vendor, although MPCA reserves the right to award contracts to multiple vendors, if needed.

Question 9: Does MPCA expect each vendor resource to meet all minimum required skills, or only that the assigned team collectively meets all minimum required skills?

Answer 9: The MPCA expects that the vendor will meet all the requirements outlined in the SOW.

Question 10: If vendor is selected to proceed to the interview portion of the SOW evaluation process, will MPCA be interviewing the vendor, the candidates vendor has proposed, or both?

Answer 10: Both.

Question 11: Please confirm that an MPCA Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?

Answer 11: Yes.

Question 12: Is it MPCA expectation that selected vendor will provide a Project Manager? If yes, what will vendor Project Manager's responsibilities be, and what will be the responsibilities of the MPCA Project Manager?

Answer 12: No.

Question 13: Who will have management responsibility for ensuring that the deliverables detailed in this SOW are achieved; MPCA Project manager or vendor?

Answer 13: The Vendor is expected to complete the tasks outlined in the SOW.

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Question 14: The SOW is for staff augmentation services and on review it is not clear whether you need a Business Analyst or an Onbase Developer or a consultant with both BA & Onbase development background. Please clarify.

Answer 14: We are in need of a developer who has BA experience.

Question 15: Is there an incumbent on the project? If so who is the vendor; please confirm whether this vendor is allowed to participate in this SOW response.

Answer 15: No, there is not an incumbent on the project.

Question 16: In the event you need both a BA and an Onbase Developer is Onbase Certification a must for both?

Answer 16: OnBase certification is not required, though it is desirable.